LSTA AUTOMATED SYSTEM GRANTS
2007-2008
Information & Guidelines

1. PROGRAM-SPECIFIC INFORMATION AND GUIDELINES

1.1. What is this grant program and its purpose?

LSTA Automated System Grants are available in 2007-2008 to help achieve Output 1.1.A in *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* (found at URL <http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>): supporting North Carolina libraries' efforts to have the information technology infrastructure to provide access to networked information for their users.

This grant program seeks to ensure that libraries have automated systems that are adequate for their users' needs and that meet the *Minimum Standards for Library Automation in North Carolina*.

Eligible libraries may seek funds to acquire and implement
- *new or upgraded modules* for existing integrated automated systems, whether stand-alone or consortial,
- *new or upgraded hardware* to support existing integrated automated systems, whether stand-alone or consortial,
- *new or upgraded integrated automated systems*, including the necessary hardware upgrades,
- *software or hardware purchases necessary to join an* existing *shared automated library system consortium*, or
- *software or hardware purchases, including new or upgraded integrated automation systems, necessary to establish a shared automated library system consortium.*

Libraries may use this grant program to assist in establishing new shared library automated system consortia or to implement a shared automated system in an existing consortium. Consortia may include member libraries of different types.

Priority will be given to libraries where the existing automated system does not meet the following standards from *Minimum Standards for Library Automation in North Carolina*:
- capability to export entire bibliographic and holdings databases in MARC format (2.1, 2.10).
- capability of showing circulation status of items in OPAC (3.1).
- ability to access the OPAC via the Internet through a graphical Web browser interface (4.7).

(For the complete listing of minimum standards, see *Minimum Standards for Library Automation in North Carolina* at <http://statelibrary.dcr.state.nc.us/lsta/minstds.pdf>.)

This grant program is designed to avoid placing an excessive paperwork burden on libraries seeking to upgrade or replace their automated system. However, the library must follow all applicable local procurement rules, including the use of a "Request for Proposal" where required.

These grants are in a category called "Project Grants" in the policies and procedures outlined in *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* at the URL above. The grants have a two-step process: 1) eligible libraries submit a Letter of

Intent and 2) libraries whose Letter of Intent is approved may submit a full application. *See details in Section 2.3. of these guidelines.*

AN IMPORTANT NOTE ABOUT
PROJECTS REQUIRING ADDITIONAL PLANNING, INCLUDING NEW CONSORTIA

The time to prepare the Letter of Intent is limited. If your library does not have a clear concept and plan already outlined to enable you to prepare a well-crafted Letter of Intent, the State Library encourages you to consider applying instead for an LSTA Technology Planning Grant. Technology Planning Grants, which have no matching requirement, provide funds to hire a consultant who can help investigate appropriate automation solutions and, if needed, aid the library in developing a Request for Proposal.

Libraries proposing to implement a shared automated system for a consortium **must** apply for a Technology Planning Grant and complete it successfully before applying for an Automated System Grant. The consultant(s) provided through that grant program will assist the libraries in preparing for the shared automated system implementation and in establishing the necessary structure of governance, policies, and working relationships between the member libraries. Successful completion of the Technology Planning Grant will allow the lead library to apply for an Automated System Grant in a subsequent year.

A library may **not** receive an Automated System Grant and a Technology Planning Grant for library automation planning in the same year.

See Section 2.2. for further information.

1.2. <u>Who may apply?</u>

The following libraries are eligible to submit a Letter of Intent:
- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers and the North Carolina School of Science and Mathematics); and
- libraries serving the member institutions of North Carolina Independent Colleges and Universities.

Only libraries that submit a Letter of Intent by November 20, 2006, and receive authorization to submit a full application are eligible to apply for an Automated System Grant.

An eligible library system or academic institution may submit only one Automated System Grant in this round. *[Definitions: A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro)].*

For consortial projects, a lead library must be chosen to be the applicant for the Automated System Grant on behalf of the collaborating libraries. The lead library will manage the project, including acting as fiscal agent, serving as primary contact for the project, maintaining records and paperwork generated by the grant, assuring the successful implementation of the project, and taking responsibility for completion of final reports. Consortia may include member libraries of different types.

1.3. <u>What amount of funds may be requested?</u>

The maximum grant request is $100,000 for a single library system, and $150,000 for a new or upgraded shared system. The minimum grant request is $7,500.

1.4. <u>Are local matching funds required?</u>

Yes. Automated System Grant project budgets must include local matching funds. These funds must be clearly documented in the application and meet the following guidelines.

- The local contribution to the project must equal a minimum of 25% of the amount of federal funds requested. The match is a 1 to 4 ratio of matching funds to grant funds. Example: If the grant amount requested is $100,000, the local match must be at least $25,000, and the total project cost will be at least $125,000 ($100,000 grant funds + $25,000 local funds).

- All of the cash match must be from local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). **Other federal funds and local administrative overhead costs may not be used as local match**.

- The local contribution may be a combination of cash and library staff salary and benefits.

- Salary and benefits for existing staff who will work with the project may be used for up to 25% of the required local match. Applicants must indicate the role of staff member(s) with regard to the project and must provide hourly pay rate and benefits calculations information as well as the number of hours the staff will work on the project.

- Cash matching funds must be spent for the same categories of allowable expenses as the grant funds [See below: "How may project funds be used?"].

- Matching funds must be from source(s) clearly explained in the grant application.

- Matching funds must be available at the time a funded library signs the grant agreement.

- Matching funds must be available and spent during the same time period as the grant funds: 2007-2008 grants **and match** are to be spent in the 2007-2008 fiscal year (July 1-June 30).

No expenditures of either grant <u>or local matching funds</u> may be made until library representatives and the State Librarian sign the grant agreement.

1.5. <u>How may the project funds be used?</u>

The primary purpose of this grant program is to help libraries cover essential costs to install

- *new or upgraded modules for existing integrated automated systems, whether stand-alone or consortial,*
- *new or upgraded hardware to support existing integrated automated systems, whether stand-alone or consortial,*
- *new or upgraded integrated automated systems, including the necessary hardware upgrades,*
- *software or hardware purchases necessary to join an existing shared automated library system consortium, or*

- *software or hardware purchases, including new or upgraded integrated automation systems, necessary to establish a shared automated library system consortium.*

It is expected that the majority of project funds will be spent for critical hardware, software, and installation costs. However, implementation of modules or an automated system may include a number of other expenses. The budget form found in the application identifies possible expenditure categories; not all may be needed in a particular applicant's project.

> **Use of LSTA funds for certain allowable purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children's Internet Protection Act (CIPA).**
>
> **These purchases include the following:**
>
> - **Computers used to access the Internet.**
> - **Other items and services associated with accessing the Internet, including hardware, software, peripherals, network components, and accompanying installation costs. Specific examples include servers; workstations and the components that comprise a workstation; hubs, routers, cabling, modems, and other components of the network infrastructure; operating system software; Internet service provider (ISP) charges; and installation charges.**
>
> **Additional information on CIPA, with guidelines and all required forms, is available at http://statelibrary.dcr.state.nc.us/lsta/cipa.htm.**

If you request funding to hire a consultant, you must explain why a consultant is needed (for example, to assist with evaluation of bids or contract negotiation). Grant funds may be used to pay for consulting services only if provided by a consulting firm qualified to carry out the proposed library automation procurement activities. The choice of consultant is subject to State Library approval based upon information about the consultant's background and experience demonstrating appropriate qualifications for the library automation procurement work. The consultant must be chosen before the application is submitted. The State Library has assembled a Consultant List to assist libraries in finding a consultant. See the list at URL <http://statelibrary.dcr.state.nc.us/lsta/consultants.htm>. For additional information about choosing a consultant, please contact Grant Pair, Assistant State Librarian for Library Development and Technology, State Library of North Carolina, <gpair@library.dcr.state.nc.us>, 919-807-7408.

Grant funds may be used to hire a consultant to assist in developing a Request for Proposal (RFP). However, the library must be prepared to acquire and implement its proposed solution during the project year and should not expect to make the development of an RFP the major outcome of the grant.

Because of the potential length and complexity of the RFP and procurement process, a library needing to develop an RFP may have a more competitive application if the RFP has already been developed prior to applying for an Automated System Grant. Libraries in this situation may wish to consider applying for an LSTA Technology Planning Grant for consulting assistance in developing the RFP before applying for an Automated System Grant. A library may not apply for an Automated System Grant and a Technology Planning Grant for library automation planning in the same year.

Libraries proposing to implement a shared automated system for a consortium *must* apply for a Technology Planning Grant and complete it successfully before applying for an Automated System Grant.

All proposed solutions must comply with the *Minimum Standards for Library Automation in North Carolina.* Libraries will also be expected to follow best practices for automation as indicated in *Best Practices for Automation in Libraries in North Carolina* (see URL <http://statelibrary.dcr.state.nc.us/lsta/bestprac.pdf>).

Neither grant funds nor local funds used for match may be committed or expended prior to award of grant funds and final execution of the grant agreement by representatives of the library and the State Librarian. A library may not sign a contract with a consultant until the grant agreement is fully executed.

Ineligible expenses:
- Grant funds may **not** be used to cover annual on-going costs (e.g., monthly telecommunication charges).
- These LSTA grant funds may **not** be used for administrative "overhead" or indirect costs.

1.6. <u>What is the basis for selecting projects for funding?</u>

Eligibility for consideration for funding:
To be eligible for consideration, a library must
-- have submitted a Letter of Intent and have been authorized to submit a full application, and
-- have submitted a full application that is received by the deadline of 5:00 p.m. February 21, 2007.

Criteria for evaluating eligible applications:
The following factors and criteria will be used to determine priority for funding among the eligible applications.

I. Need

This grant program seeks to ensure that libraries have automated systems that are adequate for their users' needs and that meet the *Minimum Standards for Library Automation in North Carolina*.

Priority will be given to libraries where the existing automated system does *not* meet the following *Minimum Standards for Library Automation in North Carolina*:
- capability to export entire bibliographic and holdings databases in MARC format (2.1, 2.10).
- capability of showing circulation status of items in OPAC (3.1).
- ability to access the OPAC via the Internet through a graphical Web browser interface (4.7).

(*Minimum Standards for Library Automation in North Carolina* are posted on the State Library web site at URL <http://statelibrary.dcr.state.nc.us/lsta/minstds.pdf>.)

Libraries requesting funds to upgrade or replace an existing automated system that already meets minimum standards must explain how the current system is inadequate for its users' needs and how its proposed solution will allow it to meet those needs.

Libraries requesting funds to upgrade or replace an existing automated system that fails to meet the *Minimum Standards* must document the system's failure to meet specific standards and explain how the projected solution will meet these standards.

Due to procurement timelines, some libraries may not know at the time of application all the specifics of their proposed solution. However, no grant will be funded in which the solution chosen is not justified by user needs or the current system's failure to meet minimum standards.

II. Readiness

The library must show evidence of substantial planning and preparation for the solution proposed in the grant application. Libraries are expected to follow best practices for automation as indicated in *Best Practices for Automation in Libraries in North Carolina* (see URL <http://statelibrary.dcr.state.nc.us/lsta/bestprac.pdf>).

Libraries proposing to establish a shared automated library system consortium must demonstrate that they have considered and addressed the issues involved in establishing such a consortium, including but not limited to governance, policies, working relationships between members, and implementation issues. The applicant must submit with their application the report resulting from their Technology Planning Grant, plus any additional information necessary to demonstrate their readiness.

A more competitive application will clearly indicate that the library can develop a Request for Proposal (if necessary), acquire and implement its proposed solution during the year-long period covered by the grant.

Because of the potential length and complexity of the RFP and procurement process, a library needing to develop an RFP may have a more competitive application if the RFP has already been developed prior to applying for an Automated System Grant. Libraries in this situation may wish to consider applying for an LSTA Technology Planning Grant for consulting assistance in developing the RFP before applying for an Automated System Grant.

III. Local Commitment

- The library must contribute the required local matching funds, which must be available by the time the library signs the grant agreement. The source of matching funds must be documented in the application. In the review of grant proposals a critical factor will be whether a library can clearly show that they will have adequate local resources to implement the project.

- The library must be able to pay ongoing telecommunications and other support costs for the project.

- In order to receive a grant, a library or its parent institution or governing body must have an approved policy in place to assure that computer workstations are replaced at three-to-five-year intervals.

See Section 2.1. of these guidelines for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.

1.7. <u>Is there any special information pertaining to these grants?</u>

Vendor Estimates

- For purposes of this application, the applicant must obtain at least one simplified vendor estimate to substantiate the expected cost of the proposed solution.

- Vendors will base their estimates on basic information about the library or libraries, such as number of titles owned, annual circulation, number of patrons, and number of computer workstations that will be required. The estimate should also include the costs of training, data conversion, and other necessary expenses related to implementation (if applicable). Copies of the estimate(s) must be included in the grant application submission.
- Vendor estimate(s) for new or upgraded systems should include the costs of installation for at least these basic modules – OPAC, circulation, and cataloging.
- A form for vendors to sign is included at the end of the application form. This form should accompany the vendor's estimate.

Request for Proposal (RFP)

- The library's Request for Proposal (RFP) for an automated system is ***not*** required as part of the Letter of Intent or the full grant application.
- Because of the potential length and complexity of the RFP and procurement process, a library needing to develop an RFP may have a more competitive application if the RFP has already been developed prior to applying for an Automated System Grant. Libraries in this situation may wish to consider applying for an LSTA Technology Planning Grant for consulting assistance in developing the RFP before applying for an Automated System Grant. A library may not apply for an Automated System Grant and a Technology Planning Grant for library automation planning in the same year.

Consultant Reports

When a Technology Planning Grant has been completed in preparation for applying for a consortial Automated System Grant, the report produced by the consultant must be submitted with the Automated System Grant application.

Procurement

Grant provisions for this program (see Section 3 of these guidelines) include the federal regulation requiring grantees to conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

1.8. For further information:

Questions about the LSTA Automated System Grants should be directed to the State Library's Federal Programs Consultant, Penny Hornsby; 919-807-7420; <phornsby@library.dcr.state.nc.us>.

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2. GENERAL INFORMATION & GUIDELINES

2.1. What is the basis for selecting projects for funding?

In addition to the criteria and priorities listed in Section 1 of the Information & Guidelines for each LSTA grant program, the following criteria also apply:

I. Ability to Pay and Local Effort
In awarding LSTA grants to North Carolina libraries, two additional factors will serve as measures of institutional need if all other factors are equal in the review of a group of grant proposals. They are:
- **Ability to pay:** The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of ability to pay for services locally, and
- **Local effort:** The relative local effort in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0708.htm>.

II. Applicant's LSTA Grant History
Two other issues may be taken into consideration in selecting applications for funding:
- the quality and effectiveness of the applicant's management of prior LSTA grants, and
- if requests exceed available funds, the number and type of grants that a library has received over the life of LSTA and their total dollar value. This will help ensure that more libraries have the opportunity to benefit from LSTA grant funds.

2.2. Do you need a planning grant?

[**NOTE**: Planning grants are **required** as a preliminary step in two instances.
NC ECHO Heritage Partners Grants: applicants are **required** to have first successfully completed an LSTA Project Planning Grant.
Automated System Grants: applicants proposing to implement a shared automated system for a consortium **must** have first successfully completed a Technology Planning Grant.]

A library may determine that additional planning is needed before they are ready to apply for a grant. If so, a preliminary step may be to apply for one of the LSTA planning grants. These grants, which have no matching requirement, provide some funds to assist with costs of planning activities. There are three categories of planning grants.
- LSTA Project Planning Grants – to help libraries get ready to apply for specific LSTA grant programs, providing funds to carry out needs assessments; build collaborative partnerships and develop project plans; assess archival and special collections and create plans for digitizing them.
- Planning Grants – general planning for programs and services, process analysis, community-based planning for youth services, a building program or library space utilization study,

- Technology Planning Grants – developing a comprehensive technology plan, planning for a new or upgraded automated library system, including development of an RFP.

The State Library offers two cycles for its suite of planning grants. A mid-year 2006-2007 grant (application due November 20, 2006) would allow a library to complete planning activities between January and July 2007 in time to file a Letter of Intent (LOI) in November 2007 for a 2008-2009 project grant. If the Letter of Intent is successful, the library may submit a full application in late February 2008 for a project that would begin in July 2008. Information (guidelines and applications) for mid-year planning grants can be found under "2006-2007 LSTA Grant Programs" at: http://statelibrary.dcr.state.nc.us/lsta/lsta.htm .

A library applying and funded for a planning grant in the regular cycle (2007-2008 applications due February 21, 2007) would have an allowable planning period of one year, beginning July 2007. With a regular cycle planning grant a library could potentially meet the November 2007 LOI deadline for a 2008-2009 Project grant, however the planning time is likely to be more compressed. A library must consider its own circumstances and capabilities to determine the most appropriate course of action.

A library may not receive the relevant planning grant and the Project grant for which they planned, in the same grant year.

2.3. <u>What is the application and review process?</u>

For Project grant programs (*i.e.,* programs REQUIRING a Letter of Intent):
Project grant programs for 2007-2008 include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.
The grant process for Project grant programs has two steps aimed at saving time and other resources for libraries that are interested in applying for some of the more complex grant programs. It allows the library to determine whether its project concept is eligible and/or competitive.

- Step #1: Letter of Intent: A library interested in applying for a Project grant must submit by November 20, 2006 a Letter of Intent (LOI) explaining the proposed project. (The Letter of Intent is a brief application form found at http://statelibrary.dcr.state.nc.us/lsta/lsta.htm.) The LOI will be used to determine whether the library is proposing a project that meets the criteria of the grant program. State Library staff and the LSTA Advisory Committee review the Letters of Intent and the LSTA Advisory Committee determines which libraries are authorized to submit a full application. Libraries will be notified of authorization by December 19, 2006.

  For multiyear projects, the Letter of Intent must identify the intention to apply as a multiyear grant. The LOI must also identify activities that will occur over the life of the project and estimate a budget for the entire project.

- Step #2: Full Grant Application: Those libraries that receive authorization are invited to submit a full application with a project plan and budget. Full applications are due February 21, 2007.

  For multiyear projects, the full application must include an action plan and timeline for all proposed years, including milestones or checkpoints to demonstrate progress for the full project; an estimated budget for all the years of the project; and, as appropriate, a plan for sustainability.

- To be eligible for review, full grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.

- Only **complete** applications from eligible institutions (those authorized to submit a full application) will be reviewed.

- Eligible applications will be reviewed and evaluated by State Library staff and outside peer reviewers, according to the grant program criteria. The LSTA Advisory Committee will consider the applications in conjunction with reviewer evaluations and make recommendations to the State Librarian regarding funding.

- Since the LSTA Advisory Committee reviews all LSTA Project grants and makes funding recommendations, no appeal is available.

- Announcement of funded applications will be posted to the State Library's LSTA web site (<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>) by the June award announcement date.

- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

For EZ grant programs (*i.e.*, programs NOT requiring a Letter of Intent):

EZ Programs for 2007-2008 include: Basic Equipment; LSTA Project Planning; NC ECHO Digitization Starter; Planning; School Library Collection Development; Strengthening Public and Academic Library Collections; Technology Planning.

- To be eligible for review, grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.

- Only **complete** applications from eligible institutions will be reviewed.

- Eligible applications will be reviewed and evaluated by State Library staff according to the grant program criteria. State Library Senior Management will make final decisions.

- Procedures for EZ grants allow for appeals of funding decisions. Awards are not final until the appeals process is completed.

- Announcement of funded applications will be posted to the State Library's LSTA web site (<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>) by the June award announcement date.

- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

2.4. How are grant payments made?

- **Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.**

- **June 30, 2008, is the date by which all project funds (grant and matching) must be spent.**

- Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.

- Grantees must submit requests for reimbursement once a quarter, at a minimum. Regular reimbursements ensure an even flow of grant payments.

- By the postmark date of April 15, 2008, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2008.

- **July 15, 2008 is the final postmark deadline** for submitting grant reimbursement requests. The State Library will complete all payments by August 30, 2008.

For grant programs that allow purchase of computer equipment:
The State Library understands that costs of computer equipment change rapidly. If proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

2.5. <u>What reports must grantees make?</u>

As part of the evaluation process for LSTA grant programs, all grant recipients must complete a report on their grant-funded project. It will be due to the State Library by September 30, 2008. The report will include a summary of grant expenditures, review of the project's accomplishments and descriptions of outcomes/benefits for users. The State Library will provide a form for the grant report.

To help you develop your plan for evaluation and reporting, please review the type of report you will have to provide. The 2005-2006 online report form may be found at URL <u>http://statelibrary.dcr.state.nc.us/lsta/report0506.htm</u>.

Non-profit grantees must comply with the requirements of North Carolina General Statute 143-6.2 and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants," and the applicable requirements in the Office of the State Auditor's Audit Advisory ADV-2005-001 September 2005, including submission of required financial reports within six months (or nine months for $500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.

2.6. <u>What impact will CIPA have on LSTA grantees?</u>

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., filtering software technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA.

E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see http://statelibrary.dcr.state.nc.us/lsta/cipa.htm.

Every library that submits an application for funding to the State Library must include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

Additional information on CIPA, with guidelines and all required forms, is available at http://statelibrary.dcr.state.nc.us/lsta/cipa.htm.

2.7. What else do applicants need to know?

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, Section 3.) Please read these carefully.

2.8. Grant program timeline:

For Project grant programs (*i.e.,* programs REQUIRING a Letter of Intent)
Programs include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.

The following deadlines apply to 2007-2008 Project grants. Some dates are also included for 2006-2007 Mid-year planning grant programs.

September 13, 2006	• Letter of Intent (LOI) announcement for Project grant programs; Guidelines and LOI application form available at URL below. • Mid-year cycle 2006-2007 EZ planning grant guidelines and applications available (3 categories) – See "2006-2007 LSTA Grant Programs" at URL below. <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>
November 20, 2006	• Letters of Intent due by 5:00 p.m. * • Mid-year 2006-2007 planning grant applications due by 5:00 p.m.*
December 19, 2006	• Approved Letters of Intent notified; applications available • Announcement of funded Mid-year 2006-2007 EZ planning grants
February 21, 2007	Full applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	**Date by which all project funds must be spent**
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library's Library Development Section Office, Room 210 Archives & State Library Building.

For EZ grant programs (*i.e.*, programs NOT requiring a Letter of Intent):

Programs include: Basic Equipment; LSTA Project Planning; NC ECHO Digitization Starter; Planning; School Library Collection Development; Strengthening Public and Academic Library Collections; Technology Planning.

The following deadlines apply to 2007-2008 EZ grants.

December 19, 2006	Guidelines and applications available to libraries at URL http://statelibrary.dcr.state.nc.us/lsta/lsta.htm
February 21, 2007	Applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	**Date by which all project funds must be spent**
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library's Library Development Section Office, Room 210 Archives & State Library Building.

2.9. Instructions for preparing and collating your application:

Your application is one of many that reviewers will read. Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the cover signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat the question and question number from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.
- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Copy your pages front and back if possible, on plain white paper.
- Staple application in upper left corner, with signature page on top. Do not bind or include a cover letter.
- Be sure to enclose 1 original of the required CIPA certification forms in your application package. No additional copies are required.

2.10. <u>Where do I apply?</u>

Send completed applications to the address below. All applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 21, 2007.
Send
- **one** (1) original of your application with certifying signatures in blue ink,
- **one** (1) signed original of each document specified by the *CIPA Certification Guidelines for LSTA Grant Applicants* <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>,
- **plus** the number of copies specified in the table below (excluding CIPA documents).

Grant Program	Application with original signatures in blue ink + CIPA Checklist (& Certification if required) *Include CIPA document(s) with original application only; do not make copies.*	Copies of application (in addition to the original signed in blue ink) *Do not include CIPA document(s).*
Project Grants		
Automated System	1	25
Innovation / Demonstration	1	25
Internet Infrastructure Improvement	1	25
Library Outreach Services	1	25
NC ECHO Digitization	1	25
NC ECHO Heritage Partners	1	25
EZ Grants		
Basic Equipment	1	15
Digitization Starter	1	15
LSTA Project Planning	1	15
Planning	1	15
School Library Collection Development	1	9
Strengthening Public & Academic Library Collections	1	15
Technology Planning	1	15

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2007 deadline.
To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications	LSTA Grant Applications
Library Development Section, Room 210	Library Development Section
State Library of North Carolina	State Library of North Carolina
Archives & State Library Building	4640 Mail Service Center
109 E. Jones Street	Raleigh NC 27699-4640
Raleigh NC 27601	

SLNC 9/06

GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures
Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs
Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance
Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes
Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention
Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of five years from the due date of the final grant report, or until all audit exceptions have been resolved, whichever is longer.

6. Free and Open Competition
Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension
Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification).

8. Equipment and Inventory
Equipment with unit price above $500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds $5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds
Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with use of the grant funds. Grantees should publicize grant-supported activities in available and appropriate media.

The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/ program/etc) was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

10. Lobbying
Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over $100,000 must file a certification regarding lobbying.

11. Non-discrimination
All library services provided as a result of the federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex.
Relevant legislation includes the following:
Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

12. Audit and Financial Reporting Requirements
LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:
- United States Office of Management and Budget: (OMB) Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations.
- North Carolina General Statute 143-6.2 "Use of State funds by non-State entities", and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:
- Nondiscrimination in Federally Assisted Programs – 45 CFR 1110
- Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities – 45 CFR 1170
- Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments – 45 CFR 1183
- Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) – 45 CFR 1185
- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-21 - Cost Principles for Education Institutions
- OMB Circular A-122 - Cost Principles for Non Profit Organizations